

ROUTE EVALUATION

School District Name & Number _____ Date of Evaluation _____
Bus No. _____ Route No. _____ Bus Capacity _____ Number Transported _____

LOADING/UNLOADING AREAS AT SCHOOLS

Yes No

COMMENTS

Is there adequate and active supervision at school loading/unloading areas?			
Is bus parking designed so that students do not have to walk between buses to get to parent pick-up areas?			
Is other traffic kept away from bus loading area?			

NOTES: _____

ROUTES

Yes No

COMMENTS

Do students have a safe location away from the roadway to wait for the bus?			
Are students required to be at the bus stop before the bus arrives?			
Are students required to cross more than three lanes of traffic?			
Is there at least 100 yards visibility in both directions at each bus stop?			
Are there any visual obstructions at intersections or bus stops?			
Does driver have adequate time to complete each route without rushing?			
Is the bus blocking any intersections when stopped to load/unload?			
Are bus stops at least 40 feet from intersections whenever possible?			

NOTES: _____

BACKING

List Backing Locations on Private Property	Approved by Board for Current Year	Are Trained Flag Persons being Utilized	Alternatives That Would Eliminate Backing Situations
1.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4.	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	

List Backing Locations on Public Roadways	Approved by Board for Current Year	Alternatives That Would Eliminate Backing Situations
1.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
2.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
3.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
4.	Yes <input type="checkbox"/> No <input type="checkbox"/>	

NOTES: _____

Signature of Evaluator: _____ Date _____

Signature of Transportation Supv. (if other than evaluator): _____ Date _____

ACTIONS TO BE TAKEN DURING AND FOLLOWING THE OBSERVATION OF SCHOOL BUS ROUTES

Supervisory actions that should be taken during and after transportation supervisory personnel completes a review of bus routes are:

1. Check the route and schedule for accuracy.
2. Determine that loading and unloading occurs only at authorized stops.
3. Check to see that vehicles are operated in compliance with prescribed regulations.
4. Observe the driver/pupil relationship.
5. Check loading and unloading conditions at school centers.
6. Check for evidence of supervision in loading zones.
7. Note hazardous road conditions.
8. Note the nature, frequency and locations of bus stop law violations.
9. Observe conditions of bus, e.g., cleanliness, tires, windows, emergency exit(s), first aid kits, fire extinguisher, seats, etc.
10. Observe vehicle inspection guide for evidence of pre-trip inspection.
11. Note driver attitude toward other motorists and pedestrians.
12. Follow the observation with a written report and discussion with the driver (and other, as appropriate).
13. File the written report in the driver's permanent record.